



Republika ng Pilipinas
Kagawaran ng Edukasyon

REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES


October 30, 2024

DIVISION MEMORANDUM
NO. 553 s. 2024

SPECIAL VALIDATION OF SCHOOL HEADS OPCRf FOR SY 2023-2024

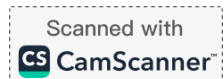
To: Assistant Schools Division Superintendent
CID Chief
Education Program Supervisors
Public School District Supervisors/In-Charge of the Districts
School Heads
All Other Concerned

1. Relative to DM No. 432, s. 2024, this office through the Curriculum Implementation Division (CID) will conduct a Special Validation of School Heads Office Performance Committee and Review Form (OPCRf) for SY 2023-2024 to those school heads who have requested or not yet validated on October 31, 2024, 8:00 AM – 12: NN at CID Office.
2. The following are enclosures, as follows:
 - i. Enclosure No. 1 – Assigned Validators and List of Concerned School Heads
 - ii. Enclosure No. 2 – Validation Tool and Summary Rating Sheet
3. Concerned school heads are advised to bring their complete MOVs with attached copy of Summary of Rating Sheet and Validation Tool.
3. Transportation and other incidental expenses of the school heads shall be charged against local funds/School MOOE subject to the relevant accounting and auditing rules and regulations
4. For immediate dissemination and compliance.


CECILE C. FERRO CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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Enclosure No. 1 of DM No. 552, s. 2024

ASSIGNED VALIDATORS

KRA	Validator
KRA 1	Marisol T. Lim
KRA 2	Amelia B. Cabrera Carol P. Gil
KRA 3	Brenda V. Villarey Aroline Borja
KRA 4	Jesslyn T. Taway
KRA 5	Jogene Alilly C. San Juan
Plus Factor	

LIST OF CONCERNED SCHOOL HEADS

DISTRICT	SCHOOL	NAME OF SCHOOL HEAD
Caramoran North	Palumbanes IS	Efren O. Matienzo Jr.
	Caramoran RDHS	Ma. Madgalena C. Lopez
Gigmoto	Dororian ES	Wilson T. Olino
Panganiban	Panganiban NHS	Salve V. Aquino
Pandan West	Tariwara ES	Columba R. Deinla
	Pandan CES	Amalia I. Domingo
San Miguel North	Balatohonan ES	Ma. Krishna T. Ramos
Virac North	Dugui Wala ES	Rochelle V. Pantí
Virac South	Magnesia ES	Felix Sorra Jr.
	Antipolo ES	Ruben Jose Tria
	Hawan HS	Roy Caballero



CAREER STAGE 2

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SCHOOLS DIVISION OFFICE OF CATANDUANES

SUMMARY RATINGS

**OFFICE PERFORMANCE AND COMMITMENT REVIEW FORM (OPCRF)
 SY 2023 - 2024**

Name: _____
 School: _____

District: _____

KRA	WEIGHT PER KRA	OBJECTIVE	WEIGHT PER OBJECTIVE	RATING	SCORE
1	10%	1.1			
		1.2			
2	20%	2.1			
		2.2			
		2.3			
		2.4			
3	40%	3.1			
		3.2			
		3.3			
		3.4			
		3.5			
4	15%	4.1			
		4.2			
		4.3			
5	10%	5.1			
		5.2			
Plus Factor	5%				
FINAL RATING					
ADJECTIVAL					

 (RATEE)

 Validator

 Validator

 Validator

 Validator

 Validator

ROMEL G. PETAJEN
 Chief Education Supervisor
 (RATER)

APPROVED:

CECILE C. FERRO, CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent



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**OFFICE PERFORMANCE AND COMMITMENT REVIEW FORM (OPCRF)
VALIDATION RATING SHEET
SY 2023 - 2024**

School Head: _____

District: _____

School: _____

KRA	OBJECTIVES	MEANS OF VERIFICATION (MOVs)	AVAILABLE		VALIDATED RATING			FINAL RATING	REMARKS
			YES	NO	Q	E	T		
KRA 1 LEADING STRATEGICALLY (10%)	1.1 Communicated the DepEd vision, mission and core values to the wider school community to ensure shared understanding and alignment of school policies, programs, projects and activities.	Main MOVs: <ul style="list-style-type: none"> School Improvement Plan (SIP) Annual Implementation Plan List of PPAs 							
		Supporting MOV: <ul style="list-style-type: none"> School Report Card (SRC) Minutes of the State of the School Address (SOSA) Minutes of the Meeting/Conferences with the stakeholders Proof on the use of various platforms (print and non-print) in communicating the VMC 							



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KRA	OBJECTIVES	MEANS OF VERIFICATION (MOVs)	AVAILABLE		VALIDATED RATING			FINAL RATING	REMARKS
			YES	NO	Q	E	T		
KRA 1 LEADING STRATEGICALLY (10%)	1.2 Developed and implemented with the planning team school plans aligned with institutional goals and policies	Main MOVs: <ul style="list-style-type: none"> Annual Implementation Plan (AIP) Annual Procurement Plan (APP) School Operating Budget (SOB) Work Financial Plan (WFP) 							
		Supporting MOV: <ul style="list-style-type: none"> a. Copy of the accomplishment/terminal/completion report of PPAs implemented b. Liquidation report c. Project Monitoring Report Form d. Minutes of meeting with the school planning team during the crafting of SIP/AIP 							

Prepared by:

Conforme:

Validator (KRA 1)

School Head



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**OFFICE PERFORMANCE AND COMMITMENT REVIEW FORM (OPCRF)
VALIDATION RATING SHEET
SY 2023 – 2024**

School Head: _____

District: _____

School: _____

KRA	OBJECTIVES	MEANS OF VERIFICATION (MOVs)	AVAILABLE		VALIDATED RATING			FINAL RATING	REMARKS
			YES	NO	Q	E	T		
KRA 2 MANAGING SCHOOL OPERATIONS AND RESOURCES (20%)	2.1 Managed finances adhering to policies, guidelines and issuances in allocation, procurement, disbursement and liquidation aligned with the school plan	Main MOV: 1. Received Liquidation Reports/Financial Accountability Report FAR 1 2. Summary of disbursements.							
		Supporting MOV. (A) 1. Annual Implementation Plan (AIP) 2. Annual Procurement Plan (APP) 3. Work and Financial Plan (WFP) 4. Assignment Order/Designation Order of Finance Teams, BAC, Procurement Teams, Inspectorate Team, and Property Custodian/Supply Officer 5. Quarterly Picture of Updated Transparency Board/Phil GEPS Posting							



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			YES	NO	Q	E	T		
KRA 2 MANAGING SCHOOL OPERATIONS AND RESOURCES (20%)		Supporting MOV (B). Funds Utilization 1. Accountant/ Bookkeeper certification of the percentage of utilization of downloaded funds and timeliness of its liquidation report 2. Approved Financial Reports of Funds from other sources (SEF, Canteen, IGP, Donations, Funds, et. al) C. For Implementing Units Only 1. Monthly Report a. Budget - BMS b. Pre-closing Trial Balance c. FAR 4 2. Quarterly Report a. FAR 1,1a,1b,1c b. FAR 2,2a,2b c. FAR 5 d. FAR 6 3. Annual Report A. Regular Fund B. Trust Fund C. Provident Fund D. Other Reports 4. EFPs - Monthly Tax Remittance 5. GOCC Premiums and loan Payments 6. PLLs Remittances							



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			YES	NO	Q	E	T		
KRA 2 MANAGING SCHOOL OPERATIONS AND RESOURCES (20%)	2.2 Managed school facilities and equipment in adherence to policies, guidelines and issuances on acquisition, recording, utilization, repair and maintenance, storage and disposal.	Main MOV 1. Updated School Property Inventory 2. National School Building Inventory 3. Proof of School Site Ownership 4. Learning Resource Center Supporting MOV 1. Annual School Budget highlighting repair and maintenance allocation 2. Accomplishment Report of Repair and Maintenance of School facilities and equipment 3. Report on General Clean-up drive activities 4. Waste Materials Report 5. Inventory of Unserviceable Properties 6. Memorandum receipt (MRs)/ICS/AR 7. Logbook of utilization of different equipment 8. Others (Please annotate)							



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			YES	NO	Q	E	T		
KRA 2 MANAGING SCHOOL OPERATIONS AND RESOURCES (20%)	2.3 Managed staffing such as teaching load distribution and grade level and subject area assignment in adherence to laws, policies, guidelines, and issuances based on the needs of the school.	Main MOV School Form 7- School Personnel Assignment List and Basic Profile Supporting MOV School Memorandum of Teachers' Designations/ Individual Teacher Designation General Class Program/Teacher's Program Received Designation Order and Teaching Loads							
	2.4 Managed school safety for disaster preparedness, mitigation, and resiliency to ensure continuous delivery of instruction.	Accomplishment / completion Report of the implemented DRRM PPAs which include but not limited to: 1. Student-led riskidentification and Hazard Mapping (MAIN MOV) 2. Quarterly NSED and other hazard drills 3. Capacity building to teaching and non-teaching personnel on disaster preparedness 4. Orientation to learners on disaster preparedness 5. Inventory and provision of disaster preparedness equipment and/or supplies 6. Fire safety inspection by the Bureau of Fire Personnel 7. Construction/ repair of facilities addressing gaps based on risk-assessments							



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Prepared by:

Conformer:

Validator (KRA 2)

Validator (KRA 2)

School Head



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**OFFICE PERFORMANCE AND COMMITMENT REVIEW FORM (OPCRF)
VALIDATION RATING SHEET
SY 2023 – 2024**

School Head: _____
School: _____

District: _____

KRA	OBJECTIVES	MEANS OF VERIFICATION (MOVs)	AVAILABLE		VALIDATED RATING			FINAL RATING	REMARKS
			YES	NO	Q	E	T		
KRA 3 FOCUSING ON TEACHING AND LEARNING (40%)	3.1 Assisted teachers in the review, contextualization and implementation of learning standards to make the curriculum relevant for learners.	MAIN MOVs 1. Technical Assistance Plan vis-a-vis Accomplishment Report of the School Head/ Head Teachers/ Master Teachers/ Assistant Principals on the review, contextualization, and implementation of learning standards 2. Sample quality assured contextualized material per teacher							
		Supporting MOVs 1. Learning Action Cell (LAC) Sessions Reports 2. Sample accomplished technical assistance feedback form 3. Performance Monitoring and Coaching Form 4. Classroom Observation Notes 5. Inventory of materials reviewed and contextualized materials (Curriculum Guide, Local Heritage Matrix, Curriculum Guide with tagged materials and content, LAC Materials on Contextualization, Sample DLPs with contextualization, Curriculum Audit)							



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			YES	NO	Q	E	T		
KRA 3 FOCUSING ON TEACHING AND LEARNING (40%)	3.2 Provided technical assistance to teachers on teaching standards and pedagogies within and across learning areas to improve their teaching practice	Main MOV: 1. Classroom Observation Tool (COT) 2. Observation Notes (highlighting the employed teaching standards and pedagogies within and across learning areas) 3. Performance Monitoring and Coaching Form (PMCF)							
		Supporting MOV: 1. Average of the Final IPCRF Rating (objective 1) of all teachers 2. Supervisory and Monitoring Plan 3. Supervisory and Monitoring Accomplishment Report							
KRA 3 FOCUSING ON TEACHING AND LEARNING (40%)	3.3 Utilized learning outcomes in developing data-based interventions to maintain learner achievement and attain other performance indicators	Main MOV 1. Data-based intervention a. Proposal/ Intervention Plan b. Accomplishment/ completion report Supporting MOV 1. Consolidated MPL 2. Data on grades							



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KRA	OBJECTIVES	MEANS OF VERIFICATION (MOVs)	AVAILABLE		VALIDATED RATING			FINAL RATING	REMARKS
			YES	NO	Q	E	T		
		3. Monitoring tool on progress report for quarterly grades 4. Performance Indicators (Promotion Rate, Graduation Rate, and Completion Rate, Dropout Rate) 5. Mean/PL of Quarterly Assessment 6. List of least mastered skills in all learning areas							
KRA 3 FOCUSING ON TEACHING AND LEARNING (40%)	3.4 Provided technical assistance to teachers in using learning assessment tools, strategies and results consistent with curriculum requirements to ensure accountability in achieving higher learning outcomes	Main MOV: 1. Technical Assistance Plan & Report highlighting <i>TA to teachers on assessment tools, strategies, and results</i> 2. Performance Monitoring & Coaching Form (PMCF) 3. Classroom Observation Tool (COT) with observation notes highlighting TA to address any developmental needs as applicable: *TA on Inclusive assessment *TA on assessment and recording methods *TA on using and formative and summative assessment strategies *TA on utilization of assessment results to inform modification of teaching & learning practices 3. Performance Monitoring and Coaching Form (PMCF) Supporting MOV: 1. Instructional Supervisory Plan & Report reflecting the TA provided to targeted teachers							



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			YES	NO	Q	E	T		
KRA 3 FOCUSING ON TEACHING AND LEARNING (40%)		<p>Other acceptable MOV: Sample TOS vis a vis Sample Test Items (based on DO 8. S 2015), Conducted Capacity-Building on Assessment of Learning Outcome, Summary of IPCR Rating of the targeted Teachers for TA Technical Assistance Feedback Form Individual Development Plan Post-Conference List of Targeted Teachers Needing TA on learning assessment tools, strategies and results, Assessment Results (formative, summative, Performance Task, etc.)</p>							
	3.5 Managed a learner-friendly, inclusive and healthy learning environment	<p>Main MOV: 1. Accomplished and validated child-friendly school system tool</p> <p>Supporting MOV: 1. Accomplished and validated School Safety Assessment Tool 2. Report on school mechanisms on solid waste management, 3. Documents on WINS and OK sa Deped Monitoring Tools 4. Directory of parents and school partners (BFP, PNP, CDRRMO, CHU, BHERT, hospitals, BLGU) 5. Accomplished and validated monitoring tool on inclusive education 6. Health Card</p>							



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Prepared by:

Conforme:

Validator (KRA 3)

Validator (KRA 3)

School Head



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**OFFICE PERFORMANCE AND COMMITMENT REVIEW FORM (OPCRF)
VALIDATION RATING SHEET
SY 2023 – 2024**

School Head: _____

District: _____

School: _____

KRA	OBJECTIVES	MEANS OF VERIFICATION (MOVs)	AVAILABLE		VALIDATED RATING			FINAL RATING	REMARKS
			YES	NO	Q	E	T		
KRA 4 DEVELOPING SELF AND OTHERS (15%)	4.1 Set personal and professional development goals based on self-assessment aligned with the Philippine Professional Standards for School Heads.	MOVs 1. Self-Assessment Results 2. Development Plan Part 4 of OPCRf 3. Identified functional and behavioral competencies that need development 4. List of aligned personal and professional goals with the PPSSH							
	4.2 Implemented the performance management system with a team to support the career advancement of school personnel and to improve office performance	MOVs 1. Summary of teachers' SAT/Signed IPCRF-DP based on SAT 2. Accomplished PMCF/Midyear Review Form/Updated teachers' IPCRF-DP 3. Consolidated ratings of teachers' IPCRF 4. List of teachers awarded/final teachers' IPCRF-DP							
	4.3 Implemented professional development initiatives to enhance strengths and address performance gaps among school personnel	MOV may be presented but not limited to: 1. Learning and Development (L&D) Completion Report 2. L & D Program Delivery							



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		<p>3. L & D Resource Package Development 4. L & D Design 5. L & D Plan 6. L & D Needs Assessment Results 7. IPBT (Induction Program for Beginning Teachers) report (only for schools with 1-3 years in service teachers)</p> <p><i>*For this objective one (1) L & D activity/initiative such as SLAC/ INSET/ FGD/ Staff Debriefing/ meetings/others is required as proof for the entire school year</i></p>							
--	--	--	--	--	--	--	--	--	--

Prepared by:

Conforme:

Validator (KRA 4)

School Head



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SY 2023 – 2024**

School Head: _____
School: _____

District: _____

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			YES	NO	Q	E	T		
KRA 5 BUILDING CONNECTIONS (10%)	5.1 Managed school organizations, such as learner organizations, faculty clubs and parent-teacher associations, by applying relevant policies and guidelines to support the attainment of institutional goals	<p>1. Annual Accomplishment reports of clubs/ organizations in a narrative form stating the impact of their support to the school performance with other documentation such as: a) List of officers of all existing clubs and organizations in the school. b) Approved Action Plan/ List of activities that were supported by the school organizations.</p> <p>2. Evidence of support e.g., signed MOA, deed of donation and acceptance, memorandum of understanding, pledge of commitment and support, etc.</p> <p>3. Constitution and By-Laws or Terms of Reference (duties and functions)</p> <p>4. Minutes of the meeting and documentation</p>							



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KRA	OBJECTIVES	MEANS OF VERIFICATION (MOVa)	AVAILABLE		VALIDATED RATING			FINAL RATING	REMARKS
			YES	NO	Q	E	T		
KRA 5 BUILDING CONNECTIONS (10%)	5.2 Initiated partnerships with the community such as parents, alumni, authorities, industries, and other stakeholders, to strengthen support for learner development, as well as school and community involvement	MAIN MOV MOA/MOU supporting learners' development/ Pledge of Commitment Deed of Donation and Acceptance.							
		SUPPORTING MOV <ul style="list-style-type: none"> • Report of the conduct of stakeholders' forum/summit • Documentation underscoring the impact of partnership. • Minutes of Meeting • Attendance Sheet • Letter of Request. 							

Prepared by:

Conforme:

Validator (KRA 5)

School Head



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**OFFICE PERFORMANCE AND COMMITMENT REVIEW FORM (OPCRF)
VALIDATION RATING SHEET
SY 2023 - 2024**

School Head: _____

District: _____

School: _____

KRA	OBJECTIVES	MEANS OF VERIFICATION (MOVs)	AVAILABLE		VALIDATED RATING			FINAL RATING	REMARKS
			YES	NO	Q	E	T		
PLUS FACTOR 5%	Performed various related works/activities beyond the KRA of the school head	<p>Any proof that the school head performed various related work/activities beyond the KRA:</p> <ul style="list-style-type: none"> • Certificate of Recognition • Served as facilitator/speaker in the division, regional and national level • Authored/contributed to a book or journal • Received a special award/citation/recognition for exemplary performance as Outstanding Employee/School Head <p><i>Others (please specify) and provide annotations</i></p>							

Prepared by: _____

Conformed: _____

Validator (Plus Factor)

School Head



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SY 2023 - 2024

School Head: _____

District: _____

School: _____

KRA	OBJECTIVES	MEANS OF VERIFICATION (MOVs)	AVAILABLE		VALIDATED RATING			FINAL RATING	REMARKS
			YES	NO	Q	E	T		
PLUS FACTOR 5%	Performed various related works/activities beyond the KRA of the school head	<p>Any proof that the school head performed various related work/activities beyond the KRA:</p> <ul style="list-style-type: none"> • Certificate of Recognition • Served as facilitator/speaker in the division, regional and national level • Authored/contributed to a book or journal • Received a special award/citation/recognition for exemplary performance as Outstanding Employee/School Head <p><i>Others (please specify and provide annotations)</i></p>							

Prepared by: _____

Conforme: _____

Validator (Plus Factor)

School Head



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